



CITY OF LAS VEGAS

DEPARTMENT OF HUMAN RESOURCES

PUBLIC SAFETY TECHNICIAN

OPEN (Job Code 113344Ø2O)

CAREER OPPORTUNITY

OPENING DATE: February 17, 2011 at 8 a.m.
FILING DEADLINE: March 3, 2011 at 4:30 p.m.
WRITTEN TEST (AUDIO BASED): March 24, 2011

* Current Monthly Starting Salary: \$3,768.44

(Please attach your typing certificate to your application)

The purpose of this recruitment effort is to establish an eligible list for future job openings.

JOB SUMMARY: This position will perform a variety of duties involved in the reception and transmission of general and emergency communications for the corrections and law enforcement units of the Department of Detention and Enforcement; to operate electronic and communications equipment to monitor the safety, security, movement and placement of inmates in the detention center and to perform a variety of technical tasks and related duties as assigned.

JOB DESCRIPTION:

Complete [Job Description](http://www3.LasVegasNevada.gov/HRJobDescriptions) can be viewed on our website at <http://www3.LasVegasNevada.gov/HRJobDescriptions>

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Attach a copy of any required license(s), certificate(s) and/or degree to your application. For a college or university degree earned outside of the United States, attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

- Equivalent to graduation from high school.
- Must attend training and pass test required by FBI National Crime Information Center within six months of date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.
- Two years of experience as a radio dispatcher, telephone/PBX operator, or telephone customer service representative in a high call volume environment, or closely related experience.

LICENSE AND CERTIFICATE:

- Must type 30 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application. The certificate must illustrate the test administered was for five minutes or more and indicate the gross words per minute, number of errors, and net words per minute.

WHERE TO APPLY: A city of Las Vegas application form can be downloaded from our website, www.LasVegasNevada.gov, or obtained at the Human Resources Department between 7 a.m. and 5 p.m., Monday through Thursday on the Second Floor of City Hall, 400 Stewart Avenue. All complete **CURRENT** applications received by the filing deadline will be reviewed. INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

SEE REVERSE SIDE FOR MORE INFORMATION

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TYPE OF EXAMINATION--SAFETY POSITIONS: A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas. **Those applicants meeting the requirements will be invited to participate in the audio based written test, weighted 100% for placement on an eligible list. Final candidate selection will include list placement, may include hiring interview (if applicable) and complete background check. If you are in a reachable group on the list, you may be contacted for an interview and background review. The latter includes a computer check of criminal history and motor vehicle files of every state in which you have resided, and submission to a test utilizing a truth verification device, such as a CVSA (computer voice stress analyzer) or a polygraph. A percentage of candidates will then be scheduled for a suitability assessment and physical examination. Sensitive and/or confidential aspects of your personal life will be explored during these phases of the process.**

NOTIFICATION OF TEST SCORE: Your test results will be available on line at the following web address, www.lasvegasnevada.gov. Scores will be available to view on-line within 4 to 5 days after taking the exam and will be available on-line for five (5) business days. Your score and group will be posted on the bulletin board outside of the Human Resources office for five (5) business days. Scores are posted using the last four digits of your social security number.

SELECTION PROCESS: Final candidate selection will include list placement and may include hiring interview (if applicable). "Any individual offered employment will be required to pass a pre-employment hair drug test, complete background check, ***and may be required to demonstrate the ability to perform the physical requirements of the job.***" Some positions may require preliminary background checks.

The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at (702) 229-6315.